

Training Department

Skill Enrichment Program (SEP) for MSW

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Date of Event: November 2024 – March 2025

Faculty In-charge: Ms. Rajani Stanley



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REPORT

The Training Department successfully conducted the Skill Enrichment Program (SEP) for the first-year MSW 2024-2025 students, focusing on developing essential soft skills and communication abilities. The program, aimed to enhance students' self-awareness, adaptability, and interpersonal skills while preparing them for academic and professional success. Conducted every Wednesday during the last hour, the training spanned a total of 15 hours, providing students with a structured approach to learning and applying soft skills in real-life scenarios.

The program followed a comprehensive soft skills training model, covering key areas such as self-analysis, effective communication, teamwork, and professional etiquette. It began with an introduction to soft skills, where students engaged in activities that encouraged self-awareness and peer appreciation. This was followed by self-analysis exercises, including SWOT analysis and goal setting, enabling students to reflect on their strengths and areas for improvement. Non-verbal communication, including body language, facial expressions, handshakes, and cross-cultural communication, was explored through engaging role-play scenarios and interactive exercises.

A significant part of the training focused on speaking skills, incorporating activities such as storytelling, role-playing, group discussions, and debates to enhance students' articulation and confidence. Sessions on self-introduction, teamwork, and leadership skills helped students develop a professional presence. Additionally, activities such as Adzap, extempore speaking, and presentations further refined their ability to express ideas effectively.

By integrating interactive exercises, real-life scenarios, and self-reflection techniques, the Skill Enrichment Program (SEP) played a crucial role in enhancing students' confidence, communication competence, and problem-solving abilities. The structured approach to soft skills training has equipped them with the necessary tools to excel in their academic journey, job interviews, and professional careers, ensuring they are well-prepared for future challenges.

Prepared by:



Ms. Elsa Jose

Training Dept.

Verified by:



Ms. Rajani Stanley

HOD, Training Dept.

Approved by:



Rev. Fr. Dr. Paulachan K J

Principal



Language & Communication Skills

Course syllabus for MSW

One session: One hour

Subject Name: Basic Skills Enrichment

Subject Code: SEP 01

Syllabus Code: BSE

Total: 15Hrs.

Program Objective:

To make the students aware of themselves, their environment, about the challenges and to equip them with the basic communication and technical skills, along with practical training sessions.

Module 1: Effective Communication (LSRW)

(15 Hrs.)

Session 1: Introduction to Soft Skill

- Activity – appreciating friends

Session 2: Self-Analysis (Worksheet, SWOT analysis & goal setting)

- Activity – tell a tale

Session 3-4: Listening Skills

- Listen and draw
- Listening to videos and answering the questions
- Listening to audio and answering the questions

Session 5: Non-verbal communication (Handshakes, headshakes, communication across culture)

- Activity – acting out the proverbs or sentence

Session 6: Speaking Skills

- Techniques to keep talking in English
- Activity to practice this technique (Passing the ball)

Session 7: Speaking Skills

- Continue the story – Using given set of words & giving first sentence

Session 8: Speaking Skills

- Role play – based on different situations they choose

Session 9: Self-Introduction

Session 10: Group Discussion

Session 11: Adzap

Session 12: Debate

Session 13: Email Etiquette & Telephone Etiquette

- Activity - Cover letter/ letter seeking permission

Session 14: Extempore

Session 15: Final Presentation

Course Outcome:

To develop their presentation skills, engage in self-assessment and reflection to identify strengths and areas for improvement in their language and communication skills.

SEP TRAINING 24-25 (MSW)					
Date	Hour	Trainer Name	Topic Covered	Absentees Roll Number	Status
06/11/2024	3.15 pm to 4 pm	Ms.Rajani Stanely	I MSW (Intro & SWOT)	Nithya & Sebastian	
13/11/2024	3.15 pm to 4 pm	Ms.Rajani Stanely	I MSW		Not done
20/11/2024	3.15 pm to 4 pm	Ms.Rajani Stanely	I MSW		Not done due to session by Dr. Injody
21/11/2021	2.15 pm to 3.15 pm	Ms.Rajani Stanely	I MSW (Self-analysis & story telling)	Annanya, Abhirami, Albin	
27/11/2024	3.15 pm to 4 pm	Ms.Rajani Stanely	I MSW		Not done (NAAC work)
04/12/2024	3.15 pm to 4 pm	Ms.Rajani Stanely	I MSW(Nonverbal communication)	Anu Biju, Amitha, Rosemary	
15/01/2025	3.00 pm to 3.50 pm	Ms. Elsa Jose	MSW - Lab	O.D - Rosemary, Anu Biju, Ancy, Fr. Jith	
22/01/2025	3.00 pm to 3.50 pm	Ms. Elsa Jose	MSW - Debate	Abhirami, Albin, Amritha, Ananya, Ancy, Anu Biju, Fr. Jith, Sebastian	
29/01/2025	3.00 pm to 3.50 pm	I MSW - NOT DONE DUE TO CRESCENDO			
05/02/2025	3.00 pm to 3.50 pm	Ms. Elsa Jose	MSW - JAM	1,2,3,11,12,13	
12/02/2025	3.00 pm to 3.50 pm	I MSW - staff meeting			
19/02/2025	3.00 pm to 3.50 pm	I MSW - conference			
26/02/2025	3.00 pm to 3.50 pm	I MSW - Shivarathri			

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05/03/2025	3.00 pm to 3.50 pm	I MSW - college day practice
12/03/2025	3.00 pm to 3.50 pm	I MSW - not done only few students were present
19/03/2025	3.00 pm to 3.50 pm	I MSW - not done due to internal exam preparation

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